

Attachment A

1. Good morning ladies and gentlemen. My name is

STAT

I am the CIA Records Administration Officer. It is a pleasure to welcome you all here this morning.

2. I see a number of new faces so I think that they should stand and introduce themselves. We will not take the time to have the rest of you introduce yourselves now, but please make yourselves known to each other during the course of the tour.

3. Before we start with the principle topic of our meeting I have four brief announcements -

First - at our meeting in December we distributed listings of Forms ^{to some of the large} ~~for the major~~ offices and asked you to check them for

accuracy - Six RMO's have done this and 26 forms were eliminated -

Many thanks. *for this very significant accomplishment.*

Second - Also, at our last meeting we had speak about reporting progress to our superiors - we distributed an outline of how one RMO does this. I would like to have other ideas from you on reporting.

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Third - You should be sure that all requisitions for filing equipment are processed through you. Many times those that reach us for approval of specialty items must be returned for your approval - this delays the processing of the requisition.

Forth - The next meeting - possibly in April - will be concerned with the Intellofax operations of OCR.

4. The reactions to the presentations made at our last meeting by

[redacted] were so good that
today we are continuing the practice of having Records Management Officers
or representatives of their components tell you about significant
operations.

5. We are fortunate today that [redacted] the Chief of SRD
of the Office of Security can be here to tell us about his program.
A little back ground on the SRD. ^{*}In July of 1961 ^{*}Col. Edwards the
Director of the Office of Security decided to establish a full time
RMO Position as a staff function so as to permit the Chief SRD to

devote full time to the management of the important function of
processing Security Checks. ^{and also to emphasize the significance} For his RMO he chose [redacted] and for
his Chief SRD he chose [redacted] - ^{This has proven a best wise}
decision. ^{at our last meeting about the importance} You have heard from [redacted] Ladies
and Gentlemen may I present to you the Chief of the Security Records
Division [redacted] ^{and as to the importance of records}

^{* Many of you will recall meeting [redacted] at}
^{our conference [redacted] in Nov 1959. at that time}
^{[redacted] was wearing 2 hats - that of RMO & Chief}
^{S.R.D. after [redacted] went to an over seas}
^{assignment;}